

IVV 02: Administrative Controls

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- [Purpose](#)
- [Scope](#)
- [Definitions and Acronyms](#)
 - [Acronyms](#)
- [Process Flow Diagram](#)
 - [Time and Attendance](#)
 - [Official Travel](#)
 - [Conference and International Travel](#)
 - [Government Transportation](#)
 - [Office Supplies](#)
 - [Scheduling](#)
- [Metrics](#)
- [Records](#)
- [References](#)
- [Version History](#)

Purpose

The purpose of this system level procedure (SLP) is to document the administrative activities that are governed and /or performed and/or monitored from the NASA IV&V Program's Administrative Office.

Scope

This SLP applies to the following administrative processes that support the operations of the NASA IV&V Program primarily for civil service (CS) employees:

- Time and Attendance
- Official Travel
- Government Transportation
- Office Supplies
- Scheduling

Definitions and Acronyms

Official NASA IV&V Program roles and terms are defined in the [Quality Manual](#). Specialized definitions identified in this SLP are defined below.

- **Travel Arranger**
 - A designated employee who creates travel reservations, authorizations, and vouchers in the automated travel system from information obtained from travelers.
- **Local Travel**
 - Official travel to a temporary duty location for a duration of 12 hours or less, with no air-transportation, lodging, or government-funded rental vehicle.
- **Long-Distance Travel**
 - Official travel to a temporary duty location when travel is greater than 12 hours in duration, and /or requires reservations for air-transportation, lodging, and/or a government-funded rental vehicle.

Acronyms

CS	Civil Service
ECM	Enterprise Content Management
FTR	Federal Travel Regulation
GSA	General Services Administration
IMS	IV&V Management System
NID	NASA Interim Directive
NODIS	NASA Online Directives Information System
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
O&M	Operations and Maintenance
OOD	Office of the Director
POV	Privately Owned Vehicle
QM	Quality Manual
RA	Resource Analyst
SLP	System Level Procedure
WebTADS	Web-based Time and Attendance Distribution System
WVURC	West Virginia University Research Corporation

Process Flow Diagram

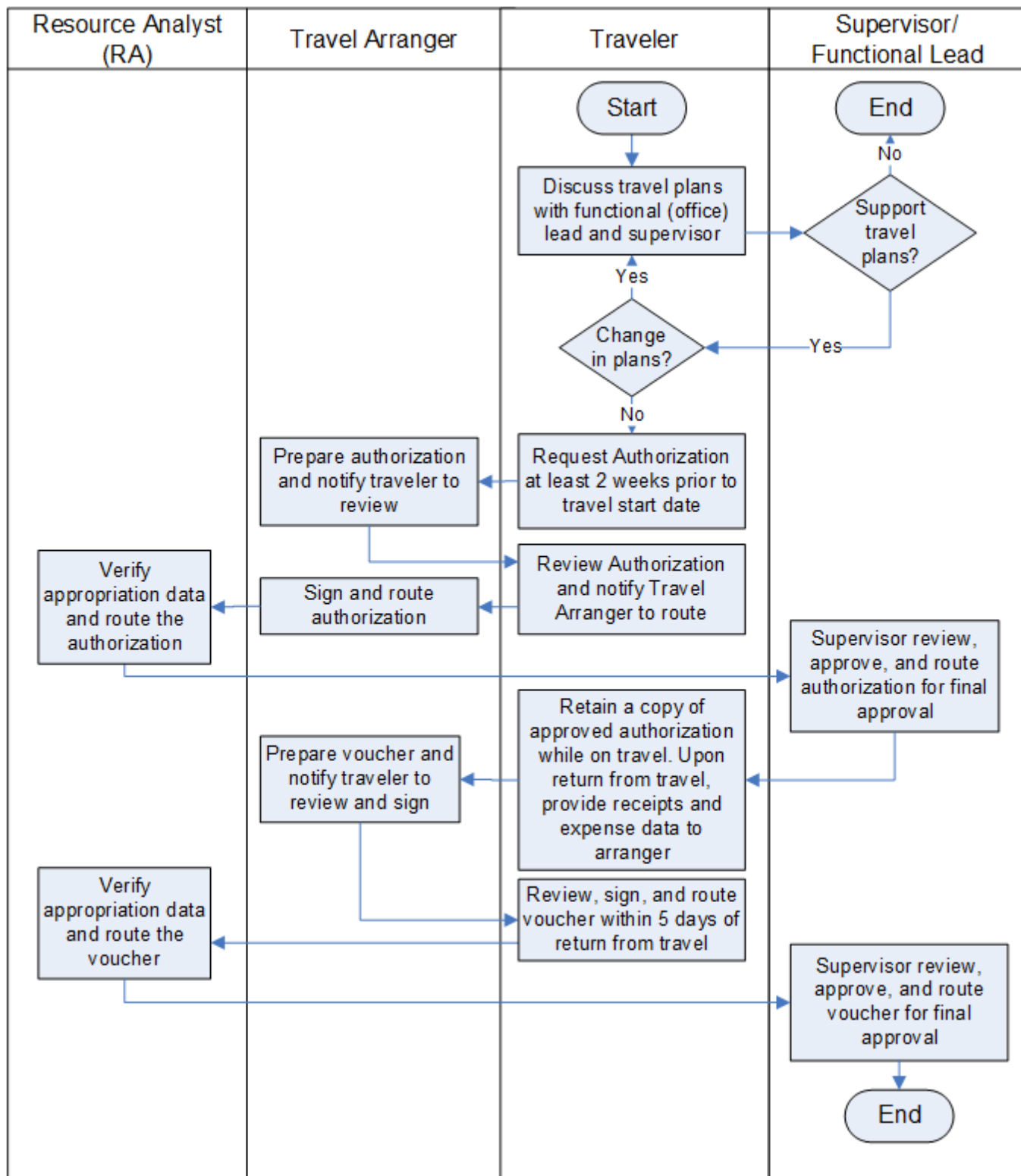
Time and Attendance

Web-based Time and Attendance Distribution System (WebTADS): (<https://webtads.nasa.gov>)

CS employees are responsible for posting their planned leave and absences on their Outlook calendar and notifying appropriate individuals, e.g., supervisor, office lead, team, etc., by email.

Official Travel

The following diagram depicts the procedure for official long-distance travel. Supplemental and clarifying information regarding the official travel procedure appears after the diagram.



CS employees must obtain approval from their supervisor (for training), or functional/office lead before submitting a request for long-distance travel or departing on local travel.

For local travel, travelers must contact the travel arranger to request for the preparation of a no-cost travel document.

CS employees are responsible for informing their functional/office leads of changes to travel plans approved by that functional/office lead.

By two weeks prior to a trip, travelers should provide to their respective travel arranger (with a copy to the appropriate functional/office lead), the applicable trip information with their request for a travel authorization. The functional/office lead should only respond or comment if he/she does not concur with the request. The functional/office lead should identify his/her non-concurrence soon after receiving notification of the intended trip because the travel arranger will prepare and route the travel authorization until/unless s/he is instructed otherwise.

Conference and International Travel

- For conferences listed in the NASA Conference Tracking System, attendees must register at least 60 days prior to the conference's start date. The travel authorization itself should be initiated per the above diagram.
- The lead time for international travel is at least five weeks prior to the trip's start date. The employee and travel arranger should first review the GSFC's or Headquarters' Travel Offices' Foreign Travel Webpages as appropriate: <https://nasa.sharepoint.com/sites/faso-at-gsfc/SitePages/Travel.aspx> and <https://nasa.sharepoint.com/sites/baso/SitePages/Whom-to-Contact.aspx?source=https%3a//nasa.sharepoint.com/sites/baso#overview> to determine current procedures and requirements.

The travel arranger will prepare a travel authorization based on information provided by the traveler.

- A travel arranger will prepare all CS employees' official travel authorizations and associated travel vouchers in accordance with the Federal Travel Regulation (FTR), NASA Procedural Requirements (NPR) 9700.1, NASA Interim Directive (NID) for Travel 9700.2, and instructions provided by the GSFC and Headquarters Travel Offices. Travel-related information is also on the IV&V Program's Confluence "[Travel for Civil Servants](#)" Wiki page.

The travel arranger will normally ask the traveler to review the prepared travel authorization prior to its submission. After the traveler is satisfied with the travel authorization, the travel arranger will electronically sign and route the travel authorization for review and approval. Travelers are not authorized to create, prepare, or sign travel authorizations.

The RA will verify that the line of appropriation is correct, that there are sufficient funds for the trip, and then route the travel authorization.

The appropriate supervisor will review, approve, and route the travel authorization for final approval.

The travel authorization should arrive at the approving Travel Office (either GSFC or Headquarters) at least one week prior to the trip's start date.

Upon completion of the trip, the traveler shall provide to the travel arranger; actual expense amounts, lodging receipts, rental car receipts, and all other receipts for expenses of at least \$75.00. The traveler is not required to provide receipts or costs for meals and incidental expenses.

Based on information provided by the traveler, the travel arranger will prepare a travel voucher for the trip.

Upon notification by the travel arranger, the traveler will review, and provided that the information on the travel voucher is correct, electronically sign and route it for approval. Per the FTR, the travel voucher must be signed and routed by the traveler within five calendar days of completing the trip.

Batch submissions of local travel vouchers are authorized; however, they must be submitted at least monthly. As with a long-distance travel voucher, a travel arranger will prepare the local travel voucher and the travelers will verify, sign, and route it.

The RA will verify that the line of appropriation is correct, that there are sufficient funds for the trip, and then route the travel voucher.

The applicable supervisor will review, approve, and route the travel voucher for final approval.

Per the FTR, travelers must retain their travel receipts for a minimum of six years and nine months after the approval of the travel voucher.

Government Transportation

General Services Administration (GSA) vehicles, non-government conveyances, privately owned vehicle (POV), and common carrier transportation is authorized in support of official government travel. The NASA IV&V Program's Management will adhere to FTR, NID, and NPR guidelines to ensure that the selected mode of transportation is the most cost-effective for the government. Travelers will identify transportation expenses on official travel authorizations or on local travel vouchers (as appropriate) created in the travel system.

Reserving a GSA Vehicle: The NASA IV&V Program maintains two GSA Fleet Management Vehicles for official government travel by its CS employees. Non-federal government employees; i.e., government contractors, are permitted to ride in the vehicles, and if they have a valid driver's license, to drive them as necessitated by the situation.

To reserve a GSA vehicle for travel, the requester must:

- Read and understand the Vehicle Request User's Guide, located on ECM at: ECM... [/WORKFLOWS/ GOVT VEHICLE REQUEST/ Vehicle Request User's Guide](#) prior to requesting a vehicle.
- Submit the Government Vehicle Request Form via the Enterprise Content Management (ECM) system workflow located at: ECM... [/WORKFLOWS/ GOVT VEHICLE REQUEST/Govt Vehicle Request Form](#).
- Vehicle availability can be checked any time by the Check Vehicle Availability link on the Government Vehicle Request Form.
- Ensure that the request has been approved prior to obtaining the vehicle keys. Approval will be sent to the requestor via e-mail by the workflow. Note: The workflow will not process an e-mail if the request is denied.
- Obtain the vehicle keys from the first floor Security Station, located at Building 1, 100 University Drive.

While the GSA vehicle is signed out, the following information applies:

- If the GSA vehicle requires essential consumable supplies, the vehicle requester should purchase those supplies during a fuel stop using the vehicle's government credit card.
- In the case of an accident, lost keys, dead battery, etc., the vehicle requester should follow the instructions located in an envelope marked "GSA Assistance," located in the glove compartment of each GSA vehicle.
- Flat tires may be changed by the vehicle requester, or by calling the GSA help number listed on the vehicle's government credit card and in the GSA Assistance instructions. Immediately upon return of the vehicle, report the flat tire to the Operations and Maintenance (O&M) Lead. If returning after normal duty hours leave a message with the Protective Services Officer on duty, or by calling 304 367 8200.

Upon returning from travel, the requester must:

- Refuel the vehicle, ensuring that the fuel tank is full. If this is not possible, provide an appropriate explanation in the Comments box of the Trip Record.
- Clean the inside of the vehicle using the vacuum and cleaning wipes that are located in the vehicle, and when possible and if necessary, during the final fuel stop, wash the outside of the vehicle. A more powerful vacuum is available at the first floor Security Station, located at Building 1, 100 University Drive.
- Return the vehicle keys to Protective Services Officer posted at the first floor Security Station, located in the Katherine Johnson IV&V Facility, 100 University Drive
- Submit a Trip Record via the ECM personal assignment [Enter Mileage/Trip Info Form](#) (this report will require beginning and ending mileage, gas, and all expenses paid for with the vehicle's government credit card).
 - Complete the Trip Record within five working days of the vehicle's return
 - In the Comments box of the Trip Record, include a detailed vehicle status update outlining any attention the vehicle may need as well as any pertinent comments regarding the vehicle's condition (external scratches, dents, etc.).

If a trip is canceled or if the vehicle is no longer needed, the requester must:

- Cancel the Government Vehicle Request via the ECM personal assignment [Cancel My Vehicle Request Form](#). This option of cancellation is available only if it is done prior to or on the departure date. Contact a vehicle request approver to cancel a vehicle request after the departure date.

The NASA Official Fleet Management Handbook 2011 provides guidance and outlines regulations regarding the use of government vehicles. A few excerpts are listed below:

- Paragraph 2.6.1.4 outlines the appropriate uses of GSA and other government vehicles; e.g., to/from duty sites, lodgings, dining facilities, medical facilities, drugstores, barber shops, and similar places required for the traveler's health or comfort; however, public perception must be considered.
- Paragraphs 2.7.1 and 3.3.4 outline the regulations concerning the transportation of passengers other than civil service employees and contracted government employees in the performance of their official duties.
- Paragraph 3.3.1 stipulates that GSA and other government vehicles operators will not use mobile telephones while the vehicle is in motion or on the traveled portion of a roadway.

Failure to follow the applicable regulations may result in suspension of permission to use a GSA vehicle.

Non-Government Conveyance: In the event that a GSA vehicle is not available or it is not economically prudent for the situation, NASA IV&V Program CS employees may request authorization for a special conveyance, such as a rental vehicle, taxi, or other means.

POV: CS employees may elect to use a POV with full reimbursement at the standard government mileage rate when authorized and deemed most advantageous to the government. If a POV is not preauthorized or is found not to be the most cost-effective mode of transportation to the government, the traveler will be reimbursed at a reduced rate in accordance with FTR 301-10.310, or in the amount of the more advantageous mode of travel.

Common Carrier Transportation: CS employees are authorized to request common carrier transportation, including airplanes, trains, ships, buses, or local transit systems in support of their official travel. In accordance with [FTR 301-10.310](#), contract carriers must be utilized when available. Coach class service must be used unless an upgrade is pre-authorized.

Office Supplies

The NASA IV&V Program's supply, support, and material management guidelines are structured in accordance with NASA Policy Directive (NPD) 4100.1B, *Supply Support and Material Management Policy*; and are to be responsive to customer requirements at a minimum cost and demand on the NASA logistics infrastructure.

To aid in the completion of accurate, professional, and quality work, the NASA IV&V Program provides office supplies to its CS employees. Acquire only materials that are necessary for the performance of NASA mission requirements or institutional operations.

Office supplies are stored in the supply cabinet located in the Administrative Office.

Office supplies may be requested by filling out a Supply Ordering Form posted on the inside of the supply cabinet in the Administrative Office. Also posted on the inside of the supply cabinet is the Standard Supply List.

On the Supply Ordering Form, requesters must indicate requested quantity, unit of issue, stock number, item description, unit price, total price, and requester's name for each requested item. If an individual item costs over \$100 or does not appear on the Standard Supply List, requesters must include a justification for the item on the Supply Ordering Form.

The OOD Executive Assistant will prepare and route office supply requests to the O&M Lead for review and approval, with a copy to the West Virginia University Research Corporation (WVURC) office for advance notification of the request. The O&M Lead may cancel any item deemed unreasonable. Any item not receiving approval will not be ordered. If the O&M Lead determines that an item will not be ordered, the O&M Lead will inform the requester of the cancellation and provide justification. The O&M Lead will then provide the WVURC office and the OOD Executive Assistant with copies of the approved Supply Ordering Form. The WVURC office will purchase approved items listed on the Supply Ordering Form.

Scheduling

CS employees must maintain a daily calendar of meetings, events, appointments, etc., on the Microsoft Outlook calendar system, with the descriptions of appointments and meetings being viewable by NASA IV&V Program employees. The only exceptions are meetings of a sensitive nature.

Additional information regarding the scheduling of conference rooms can be found in the IV&V Program Web Portal under: **Help and Support/**

O&M Facility Services/ O&M Services/ Employee Services/ Conference Room Scheduling ([Conference Room Scheduling](#))

Metrics

Any metrics associated with this SLP are established and tracked within the NASA IV&V Metrics Program.

Records

The following records will be generated or updated and filed in accordance with this SLP and IVV 16, *Control of Records*, and in reference to NPR 1441.1, *NASA Records Management program Requirements*.

Record Name	Original	Essential	Responsible Person	Retention Requirement	Location
Government Vehicle Request Form (2012 and newer)	Y	N	O&M Lead	Cut off at end of fiscal or calendar year. Destroy /delete 2 years after cutoff. (1/78F1)	ECM Workflow

References

REFERENCES	
Document ID/Link	Title
IVV QM	NASA IV&V Quality Manual
IVV 16	Control of Records
NASA Policy	NASA Official Fleet Management Handbook
NID 9700.2	NASA Interim Directive for Travel NPR 9700.1
NPD 4100.1	Supply Support and Material Management Policy
NPR 1441.1	NASA Records Management Program Requirements
NPR 9710.1	NASA Policy Requirement General Travel Requirements
https://cge.concursolutions.com/UI/SSO/ NASA	Concur Government Edition website
http://confluence.ivv.nasa.gov:8090/display/NIWS/Travel+for+Civil+Servants	Travel Wiki Web Page located on the IV&V Program's Confluence Tool
https://ecm.msw.faircon.net/OTCS/llisapi.dll/Open/2882166	Government Vehicle Request Form
https://webtads.nasa.gov/	WebTADS - Online Support: Guides And Aids Training Materials Quick Reference Guides
http://www.gsa.gov/ptr	Federal Travel Regulation

If any procedure, method, or step in this document conflicts with any document in the NASA Online Directives Information System (NODIS), this document shall be superseded by the NODIS document. Any external reference shall be monitored by the Document Owner for current versioning.

Version History

VERSION HISTORY				
V e r s i o n	Description of Change	Rationale for Change	A u t h o r	E f f e c t i v e D a t e
B a s i c	Initial Release		N a t a l i e A l v a r o	0 4 / 1 8 / 2 0 05
A - K	Older revision information may be located in the Version History Overflow Document		v a r i o u s	0 2 / 1 0 / 2 0 0 6 - 0 1 / 1 2 / 2 0 11

L	Updated Section 4.2.3.1, to switch to using the ECM Government Vehicle Request Workflow from using the RMO website. Remove Calling Cards.	Workflow replaces RMO website. Only one employee still uses Calling Card.	S h i r l e y S i m m o n s	0 3 / 1 4 / 2 0 12
M	Various changes to the document – most in section 4.0. Of note: Section 4.2.3.1 now allows contractors to drive; adds link to Fleet Management Handbook 2011	Annual Document Review. Updated some information and made changes to increase clarity and accuracy.	D a v i d R u n y o n	0 5 / 1 0 / 2 0 13
N	Minor changes throughout the document – with major changes in section 4.2: i.e., change in responsibilities of travelers and of Travel Arrangers, change of automated travel systems, deletion of government cellular telephone.	Changes made for clarity, and to reflect new requirements made by GSFC and agency.	D a v i d R u n y o n	0 9 / 0 9 / 2 0 14
O	Update instructions for GSA vehicles in section 4.2.3.1.	PAR 2015-P-439. Current wording is unclear in Trip Record.	D a v i d R u n y o n	0 8 / 2 0 / 2 0 15
P	Incorporate instructions contained in IVV 07-3, <i>Work Instruction for Civil Service Travel</i> , into this SLP, IVV 02, <i>Administrative Controls</i> , and update to current process.	PAR 2015-P-442. By consolidating the information in IVV 07-3 into IVV 02, there will be one less document that cites travel instructions. This will mitigate the problem of keeping multiple documents in synch with each other.	D a v i d R u n y o n	0 2 / 2 2 / 2 0 16

Q	Clarify all sections.	Annual Document Review. Travel Arranger for most travelers is now at GSFC.	D a v i d R u n y o n	0 5 / 2 5 / 2 0 18
R	Updates and clarity added to travel information	Annual Document Review updates for travel changes	D a v i d R u n y o n	0 4 / 2 1 / 2 0 22